



My Swim Results

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Exporting results for a group of swimmers ready for Team Manager

The following instructions will export results for a group of swimmers for the last 2 years with any personal bests going back even further.

Note: The export can be done for a whole club without the need for setting up a “Squad” or group of swimmers that the export is aimed towards. If the whole club is required or the squad is already setup – then head directly to the “Export Membership” section.

Step 1. Put together a squad that you specifically want to export results for
Step 2. “Export Membership” but set the output type to “HyTek Team Manager Results File”

Step 1. Put together a squad

There are a number of ways to create a squad, for this scenario we will just use the “member search” to look for individuals to add to the group of swimmers.



Enter in some names to search for the swimmers to include in the squad.

Note: There is also the option of pasting from an excel spreadsheet a group of swimmers names.

Member Search

State: Clubs: Mer

Swimmer ID	Given	Surname	Exact Sea
<input type="text"/>	<input type="text" value="I**a"/>	<input type="text" value="M*****h"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

include only members with swim history:

[Paste from excel](#)

Once you press the search button, a list of the swimmers names will appear. Check that all the ones listed with a tickbox beside their name are the ones that you want to include in your squad.



Member Search

Search Results

<input type="checkbox"/>	Surname	Given	Birthday	Swimmer ID	Club Name	Gender	Membership	Expiry	
<input checked="" type="checkbox"/>	M	l a			Bunbury	F	Annual	1 Oct 2018	

Task:

Once you are happy with the list, use the “Task list” at the bottom to select “Create a new Squad”. Give the New squad a name so that you can recognize the squad again.

Note: There is also an option to add to an existing squad so if you need to do multiple searches, then you can build up the squad by simply adding new members to the squad.

Pressing Next will take you through to the list of swimmers for the squad.

Repeat the steps as often as necessary to build up the list of swimmers in the squad that you want to export the results for.

Step 2. Export results for Team Manager

Now that the squad of swimmers is ready to export return to the main My Swim Results page and use the “Export Membership” link.

[Membership](#) [Search](#) [Report](#) [Resu](#)

[Followups](#) [Membership Fe](#)
[New Member](#) [Members Paym](#)
[Renew Member](#) [Outstanding Me](#)
[Member Search](#) [Monthly Memb](#)
[Merge Duplicate Members](#)
[Squads](#)
[Technical Official Accreditations](#)
[Membership Approval](#)
[Export Membership](#)

The “Export Membership” page has a number of filters which you can apply to the membership. Filters such as:-

- Current Members
- Club
- Membership Type
- Squad

Can be applied to ensure that only the swimmers that you specify will be exported. In our case, we are interested in “Current members” who are listed in a squad that we created in step 1. You can just as easily export all the current club members.



Squads

NT Export

Export format

Excel CSV

HyTek Team Manager Roster File

HyTek Team Manager Results File

Microsoft Word Mail Merge

Extract

At the bottom of the screen:

- 1) select the squad that we created in step 1
- 2) Change the export format to “HyTek Team Manager Results File”
- 3) Press the “Extract” button

A file will download to your machine. Ensure you save it where you can find it again.

Tip: The “HyTek Team Manager Roster File” can also be a useful extraction. Whilst this won’t include results – it will include all the members name in a format that can be readily imported into HyTek Meet Manager or Team Manager. Example, this can be useful if you are taking entries on the day for a club night and want all the club members in the meet manager database so that you don’t have to enter them on the day.

To import the results into a HyTek Team Manager database, open a Team Manager database (or create a new one) and choose File -> Import -> Results.

Note: HyTek Team Manager does ask some questions about whether or not 2 meets held at similar times are the same meet which can be quite persistent. (As the file contains multiple swim meets) Persevere by answering the yes no answers as they appear and the import will complete.

Tip: if you choose a “Roster” file then this can be directly imported into either Team Manager or Meet manager but it doesn’t include previous results.

